



## Administrative Services Assistant 5

### **Status: Executive Service\***

**\*Note:** An Executive Service employee serves at the pleasure of the Appointing Authority. As such, if conditions arise such as work curtailment or unavailability, sub-standard work performance, poor attendance or conduct, termination of employment may occur. Further, individuals hired into this open position(s) will not have a right to appeal, or standards for the application of disciplinary procedures applying to regularly appointed employees that have achieved career status do not apply to executive service appointed employees.

### OVERVIEW

The State of Tennessee is hiring an **Administrative Services Assistant** to support a small, dynamic team working on health care payment reform.

### OUR MISSION

All over the country health policy experts are figuring out how to improve the quality of health care while restraining the cost increases. Tennessee is now a leader in this area because of the Tennessee Health Care Innovation Initiative. We are rapidly changing the way that health care is paid in the state, and working with the largest health care purchasers and providers to design and implement our strategies.

### OUR TEAM

Our team is small but our impact is magnified by the large entities we engage. Our Medicaid and commercial insurance partners provide health coverage to most Tennesseans and spend billions of dollars on health care each year. We aim to be at the cutting edge of health policy issues, and we work closely together to make large scale change. We are committed to our ambitious mission, and we love our work because it is important, interesting, and ever-changing.

### THE ADMINISTRATIVE SERVICES ASSISTANT (ASA)

The ASA will support the Director of Tennessee's Health Care Innovation Initiative. The ASA will need to work independently, communicate clearly, navigate uncertainty, and collaborate with the Director and Managers to make day-to-day operations run smoothly. This position will provide substantial experience in executive level support.

## QUALIFICATIONS

- 2 years previous administrative assistant experience
- Proficiency in Microsoft Office software including Word, Excel, and PowerPoint;
- Excellent written and verbal communication skills;
- Good questioning and listening skills; and
- Demonstrated time management skills and proven ability to manage multiple tasks simultaneously while completing work within allocated time frames.

## QUALIFICATIONS

- Bachelor's degree
- An interest in value-based payment reform and/or the mission of our team

**Job Location:** Nashville, Tennessee

**How to Apply:** Please send a resume and cover letter with salary expectations and desired start date to [julia.harris@tn.gov](mailto:julia.harris@tn.gov)

If you have any questions regarding this position please submit them to [julia.harris@tn.gov](mailto:julia.harris@tn.gov). For more information, visit our website at: <https://www.tn.gov/tenncare/health-care-innovation.html>.

*Pursuant to the State of Tennessee's Workplace Discrimination and Harassment policy, the State is firmly committed to the principle of fair and equal employment opportunities for its citizens and strives to protect the rights and opportunities of all people to seek, obtain, and hold employment without being subjected to illegal discrimination and harassment in the workplace. It is the State's policy to provide an environment free of discrimination and harassment of an individual because of that person's race, color, national origin, age (40 and over), sex, pregnancy, religion, creed, disability, veteran's status or any other category protected by state and/or federal civil rights laws.*